

GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR

DEFINITION: Under general direction, performs work of considerable difficulty with responsibility to supervise professional and technical staff in planning, designing, developing and implementing computer mapping, resource analysis and data base projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises assigned professional and technical staff to complete the projects of the department and/or section; directs, disciplines, evaluates, provides training, and assigns; develops, implements, and manages the use and operation of the department=s GIS and associated hardware, software, and databases; oversees various special projects; coordinates project and work schedules in accordance with project requirements and priorities; participates in the development of program-specific computer programs.

Provides hardware and software technical and operational support to end users; analyzes information processing needs and recommends and/or provides for the acquisition or upgrade of computer hardware and software.

Develops and/or modifies geographic information application software and related sub-system application software; establishes and enforces procedures and standards for system operations; develops standard data forms and data entry procedures; coordinates with staff to define and implement appropriate applications; participates in the development and administration of the assigned budget for staff, equipment, materials, and supplies; may monitor and recommend expenditures; may serve as the liaison for the GIS program with other divisions, departments, and outside agencies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of practices, procedures, techniques, and controls used in the analysis and design of geographic information systems.

Knowledge of utilization and maintenance of large, multi-file GIS databases.

Knowledge of analytical processes and mathematical formulas used in engineering, drafting, surveying, and cartography.

Knowledge of principles and practices of Navajo Nation budget preparation and administration.

Knowledge of principles and practices of program development and administration.

Knowledge of human resource management sufficient to analyze and direct effective staff assignments within the work section.

Knowledge of computer hardware and software sufficient to develop, select, install and modify the information system.

Knowledge of planning principles sufficient to formulate work plans and identify immediate and long-range goals.

Skill in organizing and directing the implementation of geographic information systems.

Skill in utilizing specialized computer system application software.

Skill in communicating clearly and concisely, both orally and in writing.

Skill in establishing and maintaining effective working relationships with those contacted in the course of work.

THE NAVAJO NATION

Class Code: 1860
Information Technology Series
Geographic Information Systems Group
Overtime Code: Exempt
Pay Grade: 68

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Skill in public presentation sufficient to represent the GIS programs to a wide audience of diverse technical persons.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Management Information Systems, Computer Science, Computer Information Systems, Civil Engineering, or a related field; and four (4) years of increasingly responsible experience in developing and managing enterprise geographic information systems and their databases; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.